

## REQUEST FOR PERSONNEL ACTION

### PART A - Requesting Office *(Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)*

|                                                                                |                                                                                     |
|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1. Actions Requested                                                           | 2. Request Number                                                                   |
| 3. For Additional Information Call <i>(Name and Telephone Number)</i>          | 4. Proposed Effective Date                                                          |
| 5. Action Requested By <i>(Typed Name, Title, Signature, and Request Date)</i> | 6. Action Authorized By <i>(Typed Name, Title, Signature, and Concurrence Date)</i> |

### PART B - For Preparation of SF 50 *(Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)*

|                                      |                           |                  |                   |
|--------------------------------------|---------------------------|------------------|-------------------|
| 1. Name <i>(Last, First, Middle)</i> | 2. Social Security Number | 3. Date of Birth | 4. Effective Date |
|--------------------------------------|---------------------------|------------------|-------------------|

#### FIRST ACTION

|           |                       |           |                       |
|-----------|-----------------------|-----------|-----------------------|
| 5-A. Code | 5-B. Nature of Action | 6-A. Code | 6-B. Nature of Action |
| 5-C. Code | 5-D. Legal Authority  | 6-C. Code | 6-D. Legal Authority  |
| 5-E. Code | 5-F. Legal Authority  | 6-E. Code | 6-F. Legal Authority  |

#### SECOND ACTION

|                                                  |              |                    |                  |                     |               |                                                  |               |                    |                  |                    |               |                     |  |                |  |
|--------------------------------------------------|--------------|--------------------|------------------|---------------------|---------------|--------------------------------------------------|---------------|--------------------|------------------|--------------------|---------------|---------------------|--|----------------|--|
| 7. FROM: Position Title and Number               |              |                    |                  |                     |               | 15. TO: Position Title and Number                |               |                    |                  |                    |               |                     |  |                |  |
| 8. Pay Plan                                      | 9. Occ. Code | 10. Grade or Level | 11. Step or Rate | 12. Total Salary    | 13. Pay Basis | 16. Pay Plan                                     | 17. Occ. Code | 18. Grade or Level | 19. Step or Rate | 20. Total Salary   | 21. Pay Basis |                     |  |                |  |
| 12A. Basic Pay                                   |              | 12B. Locality Adj. |                  | 12C. Adj. Basic Pay |               | 12D. Other Pay                                   |               | 20A. Basic Pay     |                  | 20B. Locality Adj. |               | 20C. Adj. Basic Pay |  | 20D. Other Pay |  |
| 14. Name and Location of Position's Organization |              |                    |                  |                     |               | 22. Name and Location of Position's Organization |               |                    |                  |                    |               |                     |  |                |  |

#### EMPLOYEE DATA

|                                                                                                                                                                         |  |  |  |                                                                                  |  |                   |                                                                                             |                                             |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|----------------------------------------------------------------------------------|--|-------------------|---------------------------------------------------------------------------------------------|---------------------------------------------|--|
| 23. Veterans Preference<br>1 - None      3 - 10-Point/Disability      5 - 10-Point/Other<br>2 - 5-Point      4 - 10-Point/Compensable      6 - 10-Point/Compensable/30% |  |  |  | 24. Tenure<br>0 - None      2 - Conditional<br>1 - Permanent      3 - Indefinite |  | 25. Agency Use    | 26. Veterans Preference for RIF<br>YES <input type="checkbox"/> NO <input type="checkbox"/> |                                             |  |
| 27. FEGLI                                                                                                                                                               |  |  |  | 28. Annuitant Indicator                                                          |  |                   | 29. Pay Rate Determinant                                                                    |                                             |  |
| 30. Retirement Plan                                                                                                                                                     |  |  |  | 31. Service Comp. Date (Leave)                                                   |  | 32. Work Schedule |                                                                                             | 33. Part-Time Hours Per Biweekly Pay Period |  |

#### POSITION DATA

|                                                                                                                            |                          |                                                                      |                      |                                     |  |                            |                        |
|----------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------|----------------------|-------------------------------------|--|----------------------------|------------------------|
| 34. Position Occupied<br>1 - Competitive Service      3 - SES General<br>2 - Excepted Service      4 - SES Career Reserved |                          | 35. FLSA Category<br>E - Exempt<br>N - Nonexempt                     |                      | 36. Appropriation Code              |  | 37. Bargaining Unit Status |                        |
| 38. Duty Station Code                                                                                                      |                          | 39. Duty Station <i>(City - County - State or Overseas Location)</i> |                      |                                     |  |                            |                        |
| 40. Agency Date                                                                                                            | 41.                      | 42.                                                                  | 43.                  | 44.                                 |  |                            |                        |
| 45. Educational Level                                                                                                      | 46. Year Degree Attained | 47. Academic Discipline                                              | 48. Functional Class | 49. Citizenship<br>1-USA    8-Other |  | 50. Veterans Status        | 51. Supervisory Status |

### PART C - Reviews and Approvals *(Not to be used by requesting office.)*

|                                                                                                                                                                        |                    |      |                 |                    |               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------|-----------------|--------------------|---------------|
| 1. Office/Function                                                                                                                                                     | Initials/Signature | Date | Office/Function | Initials/Signature | Date          |
| A.                                                                                                                                                                     |                    |      | D.              |                    |               |
| B.                                                                                                                                                                     |                    |      | E.              |                    |               |
| C.                                                                                                                                                                     |                    |      | F.              |                    |               |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |                    |      | Signature       |                    | Approval Date |

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**PART D - Remarks by Requesting Office**

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(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

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**PART E - Employee Resignation/Retirement**

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**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and

agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in you not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

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1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

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|                   |                   |                |                                                               |
|-------------------|-------------------|----------------|---------------------------------------------------------------|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
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**PART F - Remarks for SF 50**

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